

DELAWARE TRANSIT CORPORATION

POSTING NO. 049-2013

POSITION VACANCY POSTING

DATE OF POSTING February 11, 2013

CLOSING DATE February 18, 2013

METHOD OF APPLICATION: Cover Letter/Resume/Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN APPLICATION OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 18, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 000 JOB CODE #: 000

POSITION TITLE Performance Management Analyst

PAY GRADE 15 PAY RATE PAY RANGE \$21.198846 - \$28.265128
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle DEPARTMENT Office of Performance Management
SECTION Performance

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

SUMMARY OF POSITION:

The Performance Management Analyst is responsible for the full range analytical functions related to the success of the Delaware Transit Corporation's (DTC) Office of Performance Management programs, processes and goals. Specific responsibilities include creating and reviewing data templates for use by other DTC Departments; analyzing Performance Measures against corporate goals; developing and reviewing Key Performance Indicators; quantifying financial savings or service improvements based on Performance Management; addressing non-conformities to performance management standards from previous internal and external audits; conducting a Management Review of the Performance Management System; following-up on and closing pending Action Matrix items; assisting the management team and providing QA support as necessary; and conducting monthly review meetings of corporate performance measures.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in performing comprehensive design and analysis of performance management key indicators in a large organization.
(Applicant must detail all experience in performing comprehensive design and analysis of performance management key indicators in a large organization)
2. Experience in identifying and quantifying both financial savings and service improvements.
(Applicant must detail all experience in identifying and quantifying both financial savings and service improvements).
3. Experience in conducting process audits.
(Applicant must detail all experience in conducting process audits).
4. Experience in Public Transportation Operations.
(Applicant must detail all experience in Public Transportation Operations).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____ X _____

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EQUAL OPPORTUNITY EMPLOYER

"Submission must specifically address the skills referenced in each Preferred Qualification."

Req.# XXXXXX